UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF STATISTICS

VICTOR H. OLMSTED, Chief of Bureau.

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REFERENCE BOOK OF THE WORK OF THE BUREAU OF STATISTICS

January, 1912.

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Revised by

F. G. Kelsey, Chief Clerk.

WASHINGTON

1912

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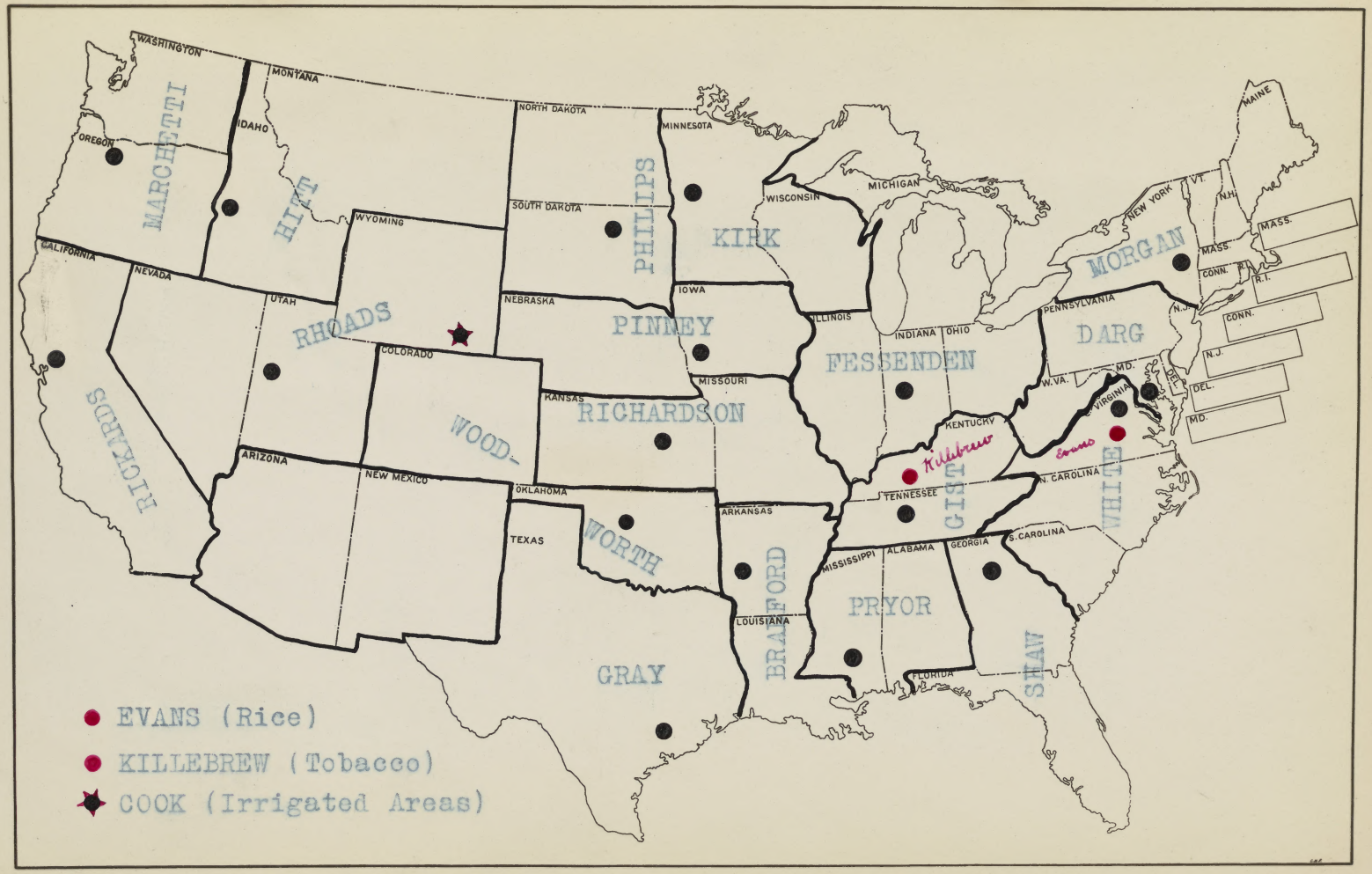
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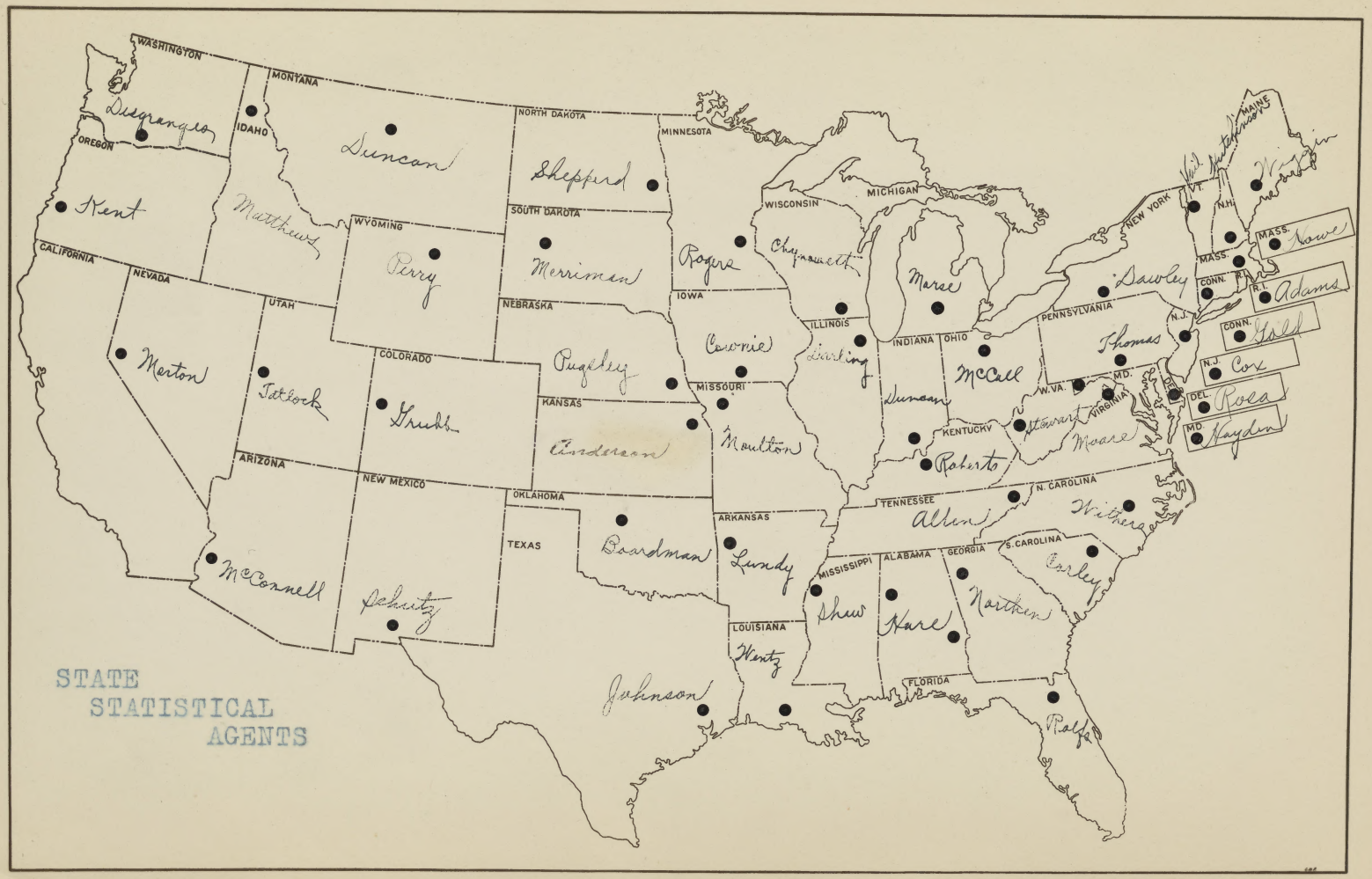
PRYOR
GRAY
SHAW
EVANS (Rice)
KILLEBREW (Tobacco)
COOK (Irrigated Areas)



STATE
STATISTICAL
AGENTS

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF STATISTICS

Organization.

Statistician and Chief: VICTOR H. OLMSTED.
Associate Statistician: NAT. C. MURRAY.
Assistant Statistician: SAMUEL A. JONES.
Chief Clerk: FRANK G. KELSEY.

Division of Domestic Crop Reports:
FRED J. BLAIR, Statistical Scientist in Charge.
Division of Production and Distribution:
GEORGE K. HOLMES, Statistical Scientist in Charge.
Division of Research and Reference:
CHARLES M. DAUGHERTY, Statistical Scientist in Charge.
Crop Reporting Board:
VICTOR H. OLMSTED, Chairman; NAT. C. MURRAY, GEORGE K. HOLMES; One or more persons called in from the corps of field agents and State Statistical Agents.

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SYNOPSIS OF THE WORK OF THE BUREAU OF STATISTICS.

Appropriations:

Of the $231,620 appropriated for the Bureau of Statistics for the current fiscal year, $108,720 is set aside for statutory salaries of officials, clerks and other employees; and $122,900 for administrative, field and general expenses.

Employees:

The Bureau has 164 people on its rolls, 96 of whom are officials, clerks and employees in Washington. The remaining number comprises 21 special field agents and 47 state statistical agents, with stations outside of Washington.

Organization:

Administration.

The administrative work of the Bureau is under the direction of the Statistician and Chief of Bureau, assisted by the Associate Statistician, the Assistant Statistician and the Chief Clerk. He conducts the administrative and executive correspondence, and, together with the Associate Statistician, supervises the work of original statistical investigations; the preparation of reports and bulletins based thereon; and the final computations for, and preparation of, the monthly crop reports. The Associate Statistician devotes particular attention to statistical analysis of the Bureau's inquiries, devoting special attention to the scientific phases of its crop reporting work. He inaugurates and directs special statistical investigations; and conducts correspondence on statistical subjects. The Assistant Statistician personally inspects and supervises the work of the field service, assists in the administrative and statistical work of the Bureau, and conducts statistical investigations along special lines. The Chief Clerk has general supervision of the work and personnel of the clerical force, messengers

and other employees; and immediate supervision of the Bureau's general accounts and files; outgoing mail and duplicating work. He directs the distribution of seeds and publications to voluntary correspondents; prepares the Bureau's fiscal statements and estimates; has direction of the purchase, custody and distribution of supplies; the preparation of salary rolls and vouchers; and the audit of all expense accounts. He conducts the correspondence relative to these matters, and assists in the general correspondence of the Bureau.

Division of Domestic Crop Reports:

The Division of Domestic Crop Reports is engaged principally in the compilation and tabulation of reports received from various sources for consideration in determining the figures for the monthly crop report; conducting the correspondence incident to maintaining lists of voluntary crop reporters. The township and county sections maintain respective lists of township and county correspondents, including the work involved in securing new and eliminating unsatisfactory reporters; editing and tabulating their respective reports for use in the preparation of the monthly crop reports. They do miscellaneous compiling, tabulating and computing in connection with the preparation of special tables, reports and bulletins. The computing and miscellaneous section compiles, tabulates and computes special and miscellaneous data, assists in the compilation of the monthly township reports and in the final summarizing and tabulating of data for use by the crop reporting board. It is also engaged in typewriting and routine clerical work. The mailing section prepares for the mails all schedules of inquiry and receives and distributes statistical reports, including township, county and special returns.

Division of Research
and Reference:

The editorial section of the Division of Research and Reference edits all manuscript prepared in the Bureau; prepares monthly reports of crop conditions in foreign countries and miscellaneous data for inclusion in the Crop Reporter; reviews statistical trade journals and official publications, and translates from foreign languages letters and publications. The research section is engaged in scientific statistical research from original sources, conducting special correspondence relative to statistical and economic subjects; in the preparation of bulletins, and the compilation of data for use in official publications. The library section has to do with the care and management of the Bureau library, which involves the maintenance of a card index by subjects and countries of agricultural statistics in all publications received. The typewriting section assists in proof reading and does the stenographic and typewriting work of the division.

Division of Production
and Distribution:

The Division of Production and Distribution is concerned with the production of wealth on farms, with the distribution of farm products at home and abroad, and with the economic conditions pertaining to the agricultural elements of the population. This work includes the preparation and publication of bulletins and tables concerning the exports and imports in the case of all countries publishing this information; dates of planting and maturity of crops in the United States and foreign countries; chronology of United States agriculture; crop movements and transportation facilities in various sections of the United States; the cost of transportation from farms to local markets, as well as to central markets, seaports and foreign markets; freight rates on agricultural products by rail and water within the United States;

and economic and cooperative movements among agriculturists, including the questions of agricultural capital and labor. It prepares those parts of the Yearbook appendix referring to production, exports and imports. In this division is handled special correspondence concerning the foregoing and relative to education and cooperation in their relation to agricultural interests of the United States.

Crop Reporting Board:

The Chief of Bureau is chairman of the Crop Reporting Board, the body composed of five members, which finally determines upon the statistics to be incorporated in each monthly report of the Bureau. The Associate Statistician, who is a permanent member, is chairman in the absence of the Chief of Bureau. The Chief of the Division of Production and Distribution, usually, and two members selected from the Bureau's field force, constitute the remainder of the Board. In the absence of any permanent member or members, the required number is made up from the corps of Special Field and State Statistical Agents.

Work of Bureau:

Domestic Crop Reports:

Scope of Statistics-

The Bureau issues throuthout the crop year, monthly reports showing in respective seasons, by States, the acreage, condition, production and farm value of all major crops and a large number of minor crops. Special reports are issued for cotton during the growing and ginning season. Inquiry is also made on the first of each month concerning the farm prices of wheat, corn, oats, barley, rye, potatoes, buckwheat, flaxseed, cotton, hay, butter, eggs and tobacco; and at the middle of each month concerning apples, pears, beans, onions, cabbage, sweet potatoes, peanuts, clover, horses, beef cattle, veal calves, milch cows, sheep, lambs, hogs, milk, wool, honey, bran and other

products in season. Annual reports are made upon the number, status and value of farm animals as of January 1, and in February concerning the percentage of deterioration of various crops due to specific causes; in addition to which monthly reports are made concerning the marketings by farmers of wheat, corn, oats, barley, flaxseed and hay, and semi-annually showing the ratio of monthly marketings to that marketed during the year; semi-annually concerning the prices received by producers for butter, eggs, poultry, etc.; in July concerning the cost of producing crops in 1910. During the year just closed about 67 products were considered, including crops, domestic animals, and their products, concerning which approximately 900 items of inquiry were reported upon, details of which are shown upon the following page.

Agencies for collection of Statistics-

Special Field Agents: The Special Field Service frontispiece indicates the distribution of the Bureau's corps of Special Field Agents. They travel monthly throughout sections of their respective territories, which usually embrace several contiguous States with similarity in soil, climate and products, and make regular monthly reports to the Chief of Bureau upon the various phases of agriculture as ascertained by observation, personal inquiry and investigation. The work of two of the Special Field Agents is confined to the special crops of rice and tobacco, respectively.

State Statistical Agents: The names and stations of these agents are shown on the State Agents' frontispiece. They report monthly on the acreage, condition and production of crops within their respective States; their information being based upon reports received from aids who report to them regularly, several from each county, and also upon the results of special inquiry and investigations, and upon personal observation and inquiries made during their semi-annual

Kafir Corn						c	c	c	%p	%p	
Meadows				c							
Millet						c	c	c	%p		
Pastures				c	c	c	c				
Timothy						c	c				
FRUITS.											
Apples					c	c	c	c	c	%p	
Blackberries					c	c	%p				
Cantaloupes					c	c	c	%p			
Cranberries								c	c	%p	
Grapes						c	c	c	c	%p	
Lemons						c	c	c	c	c	%p
Oranges						c	c	c	c	c	%p
Peaches					c	c	c	%p			
Pears					c	c	c	c	c	%p	
Raspberries					c	c	%p				
Strawberries						%p					
Watermelons					c	c	c	c	%p		
VEGETABLES.											

SCOPE OF MONTHLY CROP REPORTS.

The following tabulation is designed to show, in abbreviated form, the scope of Monthly Crop inpuiries of the Bureau of Statistics, in 1908, and the time and nature of inquiry for each crop. Slight modifications may be made in 1909. Characters are placed under months in which reports are published. Explanatory key at bottom of tabulation.

CROP.	Jan.	Mar.	Apr.	May.	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
CEREALS.											
Barley	v+				Ac	c	c	c	Pq		F
Buckwheat	v+						Ac	c	c	Pq	F
Corn	v+	sfm				Ac	c	c	c	sPq	F
Oats	v+	sf			Ac	c	sc	c	Pq	w	F
Rice						Ac	c	c	c	Pq	F
Rye	v+		c	c	c	c	c	APq			AcF
Wheat (all)	v+	sf				s					
" (spring)					Ac	c	c	c	Pq		wF
" (winter)			c	rc	c	c	Pq				AcwF
FORAGES. (Grasses)											
Alfalfa					c	c	c	%p			
Bluegrass (seed)					c	c	c	%p			
Canadian Peas					c	c	c	c	%p		
Clover, hay					%ac	c	%pq				
" seed								%ac	%p		
Cowpeas						c	c	c	c	%p	
Hay (all)	v+				c	c	Ac	Pq			F
Kafir Corn						c	c	c	%p	%p	
Meadows				c							
Millet						c	c	c	%p		
Pastures				c	c	c	c				
Timothy						c	c				
FRUITS.											
Apples					c	c	c	c	c	%p	
Blackberries					c	c	%p				
Cantaloupes					c	c	c	%p			
Cranberries								c	c	%p	
Grapes						c	c	c	c	%p	
Lemons						c	c	c	c	c	%p
Oranges						c	c	c	c	c	%p
Peaches					c	c	c	%p			
Pears					c	c	c	c	c	%p	
Raspberries					c	c	%p				
Strawberries						%p					
Watermelons					c	c	c	c	%p		
VEGETABLES.											
Asparagus					%p						
Beans (dry)						c	c	c	%p		
" (lima)					c	c	c	c	%p		
Cabbages					c	c	c	c	%p		
Onions					c	c	c	c	%p		
Potatoes	v+					Ac	c	c	c	Pq	F
Sweet Potatoes						%ac	c	c	c	Yq	
Tomatoes						c	c	c	%p		
MISCELLANEOUS.											
Broomcorn						c	c	c	%p		
Cotton	v+				Ac	c	c	c	c		rP
Flaxseed	v+					Ac	c	c	c	Pq	F
Hemp					c	c	c	c	%p		
Hops						c	c	c	Yq		
Peanuts						c	c	c	c	%p	
Planting				%							
Plowing				%							
Sorghum						%ac	c	c	c	Y	
Sugar Beets					c	c	c	c	c	c	%aY
Sugar Cane					%ac	c	c	c	c	c	%p
Tobacco						Ac	c	c	c	Pq	F
Wool						w					
LIVE STOCK.											
Horses	nv		dc								
Mules	nv										
Milch Cows	nv										
Other Cattle	nv										
All Cattle			dec								
Sheep	nv		dec								
Swine	nv		dcb					hc			

KEY: (A) Acreage; (%a) Acreage in % of last year; (b) Number of breeding sows compared with last year; (c) Condition; (d) Losses from disease; (e) Losses from exposure; (F) Final estimates; (f) % of crop shipped out of county where grown; (h) Number stock hogs compared with year ago; (m) % of crop of merchantable quality; (n) Number; (P) Production; (%p) % of full crop produced; (q) Quality; (r) Acreage remaining after abandonment; (s) Supplies on farms; (v) Values; Prices of products marked (v+) in January are asked each month. (w) Weight per fleece; (Y) Yield per acre.

trips of inspection through their territories.

Voluntary Correspondents: In its crop reporting service the Bureau maintains a corps of county, township and individual correspondents, and lists of reporters for special crops. Each State Statistical Agent maintains a corps of aids in his particular State. A separate corps of correspondents is maintained in the cotton States, who report on the acreage, condition and production of cotton alone. The total number of all correspondents reporting for the Bureau is approximately 135,000. All correspondents, with the exception of the aids to State Statistical Agents, and those of the county correspondents, report directly to the Bureau. The county correspondent is aided in his work by from two to four assistants, located throughout his county.

Preparation-

The data secured from the various sources are tabulated by the clerical force for convenient use by the Crop Reporting Board in determining the final figures to be included in the monthly crop reports. (See Division of Domestic Crop Reports and Crop Reporting Board supra).

Publicity-

The Bureau crop reports are published monthly at stated times through the medium of telegraph companies and press associations, and as rapidly thereafter as possible through special newspaper correspondents, granges, agricultural journals, etc. Post-card summaries of the reports issued are forwarded to about 67,000 postmasters throughout the United States, to be posted in conspicuous places. These reports are also included in the Bureau's monthly issue of the "Crop Reporter," 160,000 copies of which are printed and mailed immediately after the estimates are made public.

Publications:

"Crop Reporter"-

The Bureau issues monthly an eight page

publication, containing full data, by States, of the crop situation in the United States, showing, in successive months, the acreage, condition, yield and value, of all important crops and, in February, the number and value of farm animals, with comparisons for preceding months and years. It contains each month a summary of the crop situation in the principal countries of the world, gathered from the official statements of foreign governments or, when these are not available, from such other sources as are generally recognized as reliable. It is also a vehicle for the dissemination of special statistical data of interest to the agricultural community, as the farm prices of agricultural products and the prices of the same in various trade centers, stocks on hand, imports and exports, production and consumption, etc. The cost of publication is borne by the Department's appropriation for that purpose.

Yearbook and Statistical Appendix-

Articles are prepared for inclusion in the Department's yearbook considering matters related to the work of the Bureau. For the 1910 issue one article was prepared on the supply and wages of farm labor. The statistical appendix of the Yearbook of the Department comprises the tables prepared by the Bureau showing the production of the principal crops for a period of five years, and the number of live stock at home and abroad for the latest year for which figures were available; and, for the United States, the acreage, yield, farm price, and farm value of principal crops for a long period of years; and, by States, the acreage, production, and farm value, average yield and farm value per acre, and farm price per unit of quantity, each for ten years; the wholesale prices per unit of quantity in the principal markets of the United States, monthly, for a period of five years; the exports and imports of the principal crops; similar data for farm animals, and for both vegetable and animal products, as sugar, flour, wool, and hides;

transportation rates by rail and water, &c.

Bulletins and Circulars-

These publications are of more or less magnitude, containing comprehensive information concerning special agricultural products or economic subjects pertaining to agriculture, such as the production and value of important crops through a long period of years, production and consumption, cost of production, expenses and methods of marketing, imports and exports, foreign production, etc. The range of subjects is as broad as the fundamental occupation to which they all relate.

The most important bulletins recently issued or still in demand are:

No. 16 The Cost of Cotton Production 1899.

No. 30 The International Sugar Situation. Origin of the Sugar Problem and its Present Aspects under the Brussels Convention, 1904.

No. 38 Crop Export Movement and Port Facilities on the Atlantic and Gulf Coasts, 1905.

No. 39 Meat in Foreign Markets, Tariffs of Fourteen Importing Nations, and Countries of Surplus, 1906.

No. 40 Meat Animals and Packing House Products Imported into Eleven Principal Countries, 1895-1904. 1906.

No. 41 Norway, Sweden and Russia as Markets for Packing House Products. Imports from Principal Countries, 1895-1904. 1906.

No. 42 Russia's Wheat Surplus; Conditions under which it is Produced. 1906.

No. 43 Changes in Farm Values, 1900-1905. 1906.

No. 44 Local Conditions as Affecting Farm Values, 1900-1905. 1906.
No. 49 Costs of Hauling Crops from Farms to Shipping Points. 1907.
No. 50 Hops in Principal Countries; Their Supply, Foreign Trade, and Consumption, with Statistics of Beer Brewing. 1907.
No. 51 Foreign Trade of the United States in Forest Products.
No. 55 Meat Supply and Surplus, with Consideration of Consumption and Exports. 1907.
No. 56-63 Corn, Wheat, Oat, Barley, Rye, Buckwheat, Potato and Hay Crops of the United States. 1866-1906.
No. 64 Number and Value of Farm Animals in the United States, 1866-1906.
No. 65 Russia's Wheat Trade.
No. 66 Russia's Wheat and Flour in European Markets.
No. 67 Ocean Freight Rates and Conditions Affecting them. 1907.
No. 68 Cereal Production of Europe.
No. 69 European Grain Trade.
No. 72 Agricultural Imports of the Netherlands.
No. 73 Cost of Producing Farm Products in Minnesota. 1902-1907.
No. 78 Agricultural Graphics.
No. 81 The Grain Movement in the Great Lakes Region.
No. 82 Imports of Farm and Forest Products, 1907-1909, by Countries from which consigned.
No. 83 Exports of Farm and Forest Products, 1907-1909, by Countries to which consigned.
No. 84 Russian Cereal Crops; area and Production, by Governments and Provinces.
No. 85 Seedtime and Harvest; Cereals, Cotton, Flax and Tobacco. Dates of Planting and Harvesting in the United States.
No. 88 Cost of Producing Minnesota Dairy Products.

No. 89 Marketing Grain and Live Stock in the Pacific Coast Region.
No. 90 Imports of Farm and Forest Products, 1908-1910, by Countries from which Consigned.
No. 91 Exports of Farm and Forest Products, 1908-1910, by Countries to which Consigned.
Circular No. 18 Tobacco Districts and Types.
" " 22 Tobacco Report, July 1-1911.
" Letter: Dates of Sowing and Harvesting.

The Bureau is now engaged in the preparation of material for bulletins covering the following subjects:

Cold Storage of Farm Products: A Statistical Report.
Balkan Agriculture.
Influence of Transportation Companies upon Agricultural Development.
A series of Bulletins on Farmers' Co-operative Movements; including insurance, telephone service, selling associations, etc.
The World Production, Trade and Consumption of Coffee.
The World Production, Distribution and Consumption of Cocoanuts and their Products.
Chronology of United States Agriculture.
Dates of Planting and Harvesting the Forage and Vegetable Crops of the United States and three Principal Crops of Foreign Countries (Includes Bulletins 86 and 87).
Transportation of Farm Products on Inland Waterways.
Farm Wages.
Yearbook article on "Reduction of Waste in Marketing.

Special Investigations:

Investigations into a variety of statistical subjects, relating to the agricultural interests of the United States

are carried on constantly; many with a view to accumulating material to meet the demand for statistics along specific lines which may be included in the Department's Yearbook, or in Bureau publications; some are conducted for the purpose of testing the accuracy of conclusions derived from other sources; and others to confirm or disprove the value of existing or proposed methods of obtaining statistical data.

Shipment of Certain Products:

The commercial movements of some products are investigated and the results published in the "Crop Reporter." Data are secured from various correspondents of this Bureau who are in touch with the facts upon which the reports are made. The following regular reports are compiled:

Shipments of eggs and live poultry by country buyers (monthly);
Shipments of apples (annual);
Exports of durum wheat (annual).

Special Inquiries:

Scientific statistical research from original sources, and the computation and tabulation of data for inclusion in special tables and correspondence are occasioned by frequent requests from statesmen, Executive Departments and Bureaus; State and foreign governments, etc. for statistical data not assembled in the form desired, or not readily accessible.

Library:

The card index by countries and subjects maintained by the Bureau library renders accessible the wealth of statistical information contained in the collection of statistical reports and other official publications issued by foreign governments; by departments of agriculture and various other branches of State governments; by chambers of commerce and boards of trade, and files of leading trade journals and commercial bulletins, making it preeminent among similar collections in the United States, and probably second to none in the world.

Work for other Bureaus:

The statistical data accumulated by other

Work for other Bureaus: (continued)

Bureaus of the Department in connection with their investigations are compiled in this Bureau, when its regular work is not thereby obstructed.

Miscellaneous:

An addressing machine has been installed by this Bureau in the Post Office Department where access is had to its stenciled list of money order post offices thus facilitating the addressing monthly of approximately 60,000 "postmaster cards."

Addresses of various lists of the Bureau, aggregating approximately 160,000 names, are stenciled by the Document Section of the Division of Publications upon request.

The Bureau has at its disposal for distribution to its voluntary crop correspondents, 117,000 packages of vegetable seed and 3,000 packages offlower seed.

Publications of the Department are forwarded to voluntary reporters upon request, when available, and general distribution is occasionally made of publications of universal interest to the farming community.

Summary of Expenditures during the Fiscal Year 1911.

Classes of Expenditures:

The distribution of the Bureau's expenses during the Fiscal Year 1911, by classes of expenditures, is shown in the following statement:

Salaries in Washington-		
Statutory.....	$102,152.72	
Miscellaneous..	13,312.55	$115,465.27
Special Field Agents-		
Salaries.....	28,954.30	
Traveling expenses.....	22,655.23	51,609.53
State Statistical Agents-		
Salaries.....	26,911.11	
Traveling expenses.....	3,985.84	30,896.95
Special Agents-		
Salaries.....	2,360.00	
Traveling expenses.....	106.70	2,466.70
Traveling expenses of officials and clerks.....		2,046.79
Stationery, Supplies, Materials, Etc.....		9,332.92
Telegraph, Telephone, Express, Drayage and Freight.....		624.06
		$212,442.22

Objects of Expenditures:

The distribution of the total expenditures, under "Objects of Work," is shown in the following statement:

Crop Report.....	$151,501.47
Crop Reporter.....	3,024.74

Bulletins.....	14,658.81
Statistical Correspondence.....	7,715.19
Special Investigations.....	16,999.78
Library.....	6,873.71
Yearbook and Statistical Appendix.....	5,236.38
Work for Other Bureaus.....	3,965.44
Cost Producing Farm Products...	2,466.70
	$212,442.22

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ALPHABETICAL ARRANGEMENT OF PRINCIPAL OFFICIALS, SPECIAL AGENTS, SPECIAL FIELD AGENTS AND STATE STATISTICAL AGENTS, WITH A SYNOPSIS OF THEIR DUTIES, THEIR OFFICIAL STATIONS, SALARIES, ETC.

Adams, George E. State Statistical Agent for Rhode Island, located at Kingston; number of aids, 37; salary, $300. No travel is performed by Mr. Adams.

Allen, Charles W. State Statistical Agent for Tennessee, located at Greeneville; number of aids, 330; salary, $600. Mr. Allen makes two trips each year throughout the principal agricultural sections of his State, with annual traveling expenses of $175.

Anderson, Thomas J. State Statistical Agent for Kansas, located at Topeka; number of aids, 1000; salary, $900. Mr. Anderson makes two trips each year throughout the principal agricultural sections of his State, with annual traveling expenses of $175.

Andrews, Frank. Statistical Scientist and Assistant Chief of the Division of Production and Distribution; salary, $2,000 per annum. Assists in the direction of work and supervision of the clerks in the Division of Production and Distribution; engaged in compiling statistics and editing same, and in collecting and preparing data for bulletins on statistical subjects, performing travel from time to time as required in this work.

Blair, Fred J. Statistical Scientist in charge of the Division of Domestic Crop Reports. He has direct charge

of the compilation and tabulation of all crop statistics as reported by the county, township, special and individual correspondents for use by the Crop Reporting Board, superintends the maintenance of all lists of voluntary correspondents. Salary, $2,000. (See Div. of Dom. Crop Reports, p. 3).

Boardman, C. K. State Statistical Agent for Oklahoma, located at Okeene; number of aids, 390; salary, $800. Mr. Boardman makes two trips each year throughout the principal agricultural sections of his territory, with annual traveling expenses of $200.

Bradford, H. T. Special Field Agent stationed at Lonoke, Arkansas; travels monthly within the States of Arkansas and Louisiana, which comprise his territory; he reports direct to the Chief of Bureau monthly regarding agricultural conditions in the States named and submits a separate report on cotton during the months in which the reports on this staple are issued by the Bureau. Salary, $1,800; traveling expenses, $1,400; total, $3,200; number of aids, 300.

Chynoweth, H. E. State Statistical Agent for Wisconsin, located at Madison, number of aids, 370; salary, $660. Mr. Chynoweth makes two trips each year throughout the principal agricultural sections of his territory, with annual traveling expenses of $125.

Corley, J. J. State Statistical Agent for South Carolina, stationed at Florence; number of aids, 225; salary, $600. Mr. Corley makes two trips each year throughout the principal agricultural sections of his State, with annual traveling expenses of $150.

Cownie, John. State Statistical Agent for Iowa, stationed at Des Moines; number of aids, 275; salary, $900. Mr Cownie makes two trips each year throughout the principal agricultural sections of his State, with annual traveling expenses of $200.

Cox, John T. State Statistical Agent for New Jersey, stationed at Whitehouse Station, R. D. #2; number of aids, 70; salary, $350. Mr. Cox performs no travel.

Darg, J. J. Special Field Agent stationed at Bryantown, Md. Mr. Darg makes monthly trips through the principal agricultural sections of his territory, which comprises the States of West Virginia, Maryland, Delaware, New Jersey, and Pennsylvania. He makes his report on the agricultural conditions in each State directly to the Chief of Bureau. Salary, $1,800; traveling expenses, $1,600; total, $3,400. Number of aids, 100.

Darling, Mrs. S. Harwood. State Statistical Agent for Illinois, stationed at Chicago; number of aids, 435; salary, $900; makes two trips each year throughout the principal agricultural sections of the State, with annual traveling expenses of $200.

Daugherty, Charles M. Statistical Scientist in Charge of Division of Research and Reference. Edits all manuscript prepared in the Bureau; prepares special articles and monthly review of agricultural statistics of foreign countries for inclusion in the Crop Reporter, the Yearbook of the Department and in bulletins. He directs research work along certain lines and has general supervision of the Bureau's library. Salary, $2,500 (See Div. of Research and Reference, p. 3).

Dawley, F. E. State Statistical Agent for New York, stationed at Fayetteville; number of aids, 260; salary, $800. Mr. Dawley makes two trips each year throughout the principal agricultural sections of his State, with annual traveling expenses of $250.

Desgranges, H. W. State Statistical Agent for Washington, stationed at Kennewick; number of aids, 210; salary, $600. Mr. Desgranges makes two trips each year throughout the principal agricultural sections of his State, with annual traveling expenses of $200.

Duncan, A. L. State Statistical Agent for Montana, stationed at Missoula; number of aids, 130; salary, $500; travels semi-annually throughout the principal agricultural sections of his State, with annual traveling expenses of $200.

Duncan, W. C. State Statistical Agent for Indiana, stationed at Columbus; number of aids, 520; salary, $900. Mr. Duncan makes two trips each year throughout the principal agricultural sections of his State, with annual traveling expenses of $150.

Evans, Delancey. Special Field Agent in charge of rice investigations, stationed at Warrenton, Va. Mr. Evans travels throughout the rice producing area of the United States, and makes reports directly to the Chief of Bureau on acreage, condition and production of rice in the different rice producing States. Salary, $1,200; traveling expenses, $1,400; total, $2,600.

Fessenden, S. D. Special Field Agent, stationed at La Grange, Illinois; travels monthly over the principal agricultural

sections of his territory, which comprises the States of Ohio, Indiana, Illinois, Michigan and Kentucky; makes monthly reports of condition, acreage, and production directly to the Chief of Bureau. Salary, $2,250; traveling expenses, $1,800; total, $4,050. Number of aids, 450.

Gist, F. W. Special Field Agent stationed at Nashville, Tennessee; travels monthly over the principal agricultural sections of his territory, which comprises the States of Kentucky and Tennessee; makes monthly reports of condition, acreage and production directly to the Chief of Bureau. Salary, $1,600; traveling expenses, $1,400; total, $3,000.

Gold, Charles L. State Statistical Agent for Connecticut, stationed at West Cornwall; number of aids, 100; salary, $300; performs no travel.

Gray, F. N. Special Field Agent, stationed at Houston, Texas; makes monthly trips through the State of Texas, and makes monthly reports directly to the Chief of Bureau on the condition, acreage, and production of crops in his territory. A separate report is made on cotton during the months in which reports on cotton are issued. Salary, $1,800; traveling expenses, $1,400; total, $3,200; number of aids, 200.

Grubb, Max. State Statistical Agent for Colorado, stationed at Carbondale; number of aids, 265; salary, $500; makes two trips each year throughout the agricultural sections ofthe State, with annual traveling expenses of $200.

Hare, C. L. State Statistical Agent for Alabama, stationed at Auburn; number of aids, 240; salary, 650; travels semi-annually throughout his State, with

annual traveling expenses of $200.

Hayden, James A. State Statistical Agent for Maryland, stationed at Mountain Lake Park; number of aids, 60; salary, $500; makes two trips each year throughout the principal agricultural sections of the State, with annual traveling expenses of $125.

Hitt, A. F. Special Field Agent, stationed at Weiser, Idaho; makes monthly trips over his territory which comprises the States of Idaho, Washington, and Oregon; makes monthly reports on the condition, acreage and production of the crops in his territory, directly to the Chief of Bureau. Salary, $1,800; traveling expenses, $1,600; total, $3,400. Number of aids, 600.

Holmes, George K. Statistical Scientist in Charge of the Division of Production and Distribution; is in charge of the collection and compilation of statistics relating to the world's production and trade in agricultural products, including statistics of imports and exports; the investigation of economic and cooperative movements among agriculturists; prepares bulletins on different subjects of agricultural importance, and directs statistical research along special lines. Member of the Crop Reporting Board. Salary, $3,000. (See Div. of Production and Distribution, page 4).

Howe, E. D. State Statistical Agent for Massachusetts, stationed at Marlboro; number of aids, 65; salary, $300; performs no travel.

Hutchinson, E. C. State Statistical Agent for New Hampshire, stationed at Milford; number of aids, 30; salary, $300; performs no travel.

Johnson, Jefferson. State Statistical Agent for Texas, stationed at Austin; number of aids, 780; salary, $1,100; travels semi-annually over his territory, with annual traveling expenses of $400.

Jones, S. A. Assistant Statistician. Assists in the administrative and statistical work of the office of the Statistician. Has direct supervision of the work of the Field Service; performing travel more or less constantly for the purpose of inspecting the offices and work of the Special Field and State Statistical Agents. He also conducts special investigations. Salary, $2,500 per annum (See organization, page 2).

Kelsey, F. G. Chief Clerk of Bureau. General supervision of clerks and other employees; immediate supervision of Bureau's files, records and general accounts; purchase, custody and issue of supplies; distribution of seeds and publications to voluntary correspondents. Conducts the correspondence relative to the above matters, and assists in the general correspondence of the Bureau. Salary, $1,800. (See organization, page 2).

Kent, F. L. State Statistical Agent for Oregon, stationed at Corvallis; number of aids, 110; salary, $500; makes semi-annual trips through the most important agricultural sections of his State, with annual traveling expenses of $150.

Killebrew, J. P. Special Field Agent on tobacco, stationed at Guthrie, Kentucky; travels throughout the principal tobacco producing areas of the United States and collects statistics on the acreage, condition and production of tobacco; makes reports directly to the Chief of

makes reports directly to the Chief of the Bureau; prepares articles for the Crop Reporter and the Yearbook on the production of tobacco by types; also collects statistics on marketing and movement of tobacco and other features of tobacco production and trade, which are published in the Crop Reporter or in the Yearbook. Salary, $1,600; annual traveling expenses, $1,400; total $3,000.

Kirk, Paul H. Special Field Agent, stationed at Fergus Falls, Minnesota. His territory comprises the States of North Dakota, South Dakota, and Minnesota. Mr. Kirk travels monthly over the territory assigned to him, making personal investigation of the agricultural conditions obtaining throughout the different States, and makes his report on the conditions in each State directly to the Chief of Bureau. Salary, $1,400; annual traveling expenses, $1,400; total, $2,800; number of aids, 200.

Lundy, E. J. State Statistical Agent for Arkansas, stationed at Mena; number of aids, 280; salary, $600; travels semi-annually throughout his State, with annual traveling expenses of $200.

Marchetti, E. T. Special Field Agent, stationed at Portland, Ore. His territory comprises the States of Washington and Oregon. Mr. Marchetti travels monthly over the territory assigned to him, making personal investigation of the agricultural conditions obtaining therein and makes his report on the conditions in each State directly to the Chief of Bureau. Salary, $1,200; annual traveling expenses, $1,400; Total, $2,600.

Matthews, R. S. State Statistical Agent for Idaho, stationed at Moscow; number of aids, 90; salary, $360; makes semi-annual trips

throughout the principal agricultural sections of his State, with annual traveling expenses of $200.

McCall, A. G. State Statistical Agent for Ohio, located at Columbus; number of aids, 320; salary, $800; travels semi-annually throughout his State, with annual traveling expenses of $250.

McConnell, W. W. P. State Statistical Agent for Arizona, located at Phoenix; salary, $300.

Merriman, G. L. State Statistical Agent for South Dakota, stationed at Bowdle; number of aids, 320; salary, $800; travels semi-annually throughout his State, with annual traveling expenses of $250.

Moore, Shade. State Statistical Agent for Virginia, stationed at Berryville; number of aids, 200; salary, $600; travels semi-annually throughout his State with annual traveling expenses of $200.

Morse, Charles H. State Statistical Agent for Michigan, stationed at Carson City; number of aids, 500; salary, $700; makes semi-annual trips throughout the State, with annual traveling expenses of $250.

Morgan, George L. Special Field Agent, stationed at Rensselaer, New York. His territory comprises the New England States and the State of New York. Mr. Morgan travels monthly over the territory assigned him, making personal investigation of the agricultural conditions obtaining therein and makes his report on the conditions in each State directly to the Chief of Bureau. Salary, $1,400; annual traveling expenses, $1,500; total, $2,900.

Morton, Daniel E. State Statistical Agent for Nevada, stationed at Carson City; number of aids, 65; salary, $360; performs no travel.

Moulton, L. T. State Statistical Agent for Missouri, stationed at King City; number of aids, 520; salary, $800; makes semi-annual trips throughout his State, with annual traveling expenses, $200.

Murray, Nat C. Associate Statistician. Engaged in statistical investigations in Washington, compilation and co-ordination of statistics on all agricultural products. Assists Chief of Bureau in compiling monthly reports and is a permanent member of the Crop Reporting Board. Makes occasional trips of inspection throughout the different States. Salary, $3,000. (See Organization, page 2).

Northen, W. J. State Statistical Agent for Georgia, stationed at Atlanta; number of aids, 400; salary, $800; makes semi-annual trips throughout his State, with annual traveling expenses of $150.

Olmsted, Victor H. Statistician and Chief of Bureau, administrative and executive officer in immediate charge of Special Field Agents and State Statistical Agents of the Bureau, who report directly to him. Superintends all original statistical investigations and reports. Chairman of the Crop Reporting Board. Salary, $4,000. (See Organization, page 2).

Perry, G. W. State Statistical Agent for Wyoming, stationed at Sheridan; number of aids, 75; salary, $500; performs travel semi-annually throughout his State with annual traveling expenses of $200.

Philips, David. Special Field Agent, stationed at Aberdeen, South Dakota. His territory comprises the States of North Dakota and South Dakota. Mr. Philips travels monthly over the territory assigned to him, making personal investigation of the agricultural conditions obtaining therein and

makes his report on the conditions in each State directly to the Chief of Bureau. Salary, $1,200; annual traveling expenses, $1,300; total, $2,500.

Pinney, F. S. Special Field Agent, stationed at Council Bluffs, Iowa; makes monthly trips over his territory, which comprises the States of Iowa and Nebraska; and makes monthly reports on the condition, acreage and production of crops in his territory directly to the Chief of Bureau. Salary, $1,800; traveling expenses, $1,900; total, $3,700. Number of aids, 200.

Pugsley, C. W. State Statistical Agent for Nebraska, stationed at Lincoln; number of aids, 260; salary, $800; makes semi-annual trips throughout the agricultural sections of his State, with annual traveling expenses of $150.

Pryor, W. L. Special Field Agent, stationed at Laurel, Miss.; makes monthly trips over his territory, which comprises the States of Mississippi and Alabama, and makes monthly reports on the condition, acreage, and production of crops in his territory directly to the Chief of Bureau. A separate report is made for cotton during the months in which the reports on cotton are issued. Salary, $2,000; traveling expenses, $1,600; total, $3,600. Number of aids, 200.

Rhoads, H. M. Special Field Agent, stationed at Salt Lake, Utah; makes monthly trips throughout his territory, which comprises the States of Wyoming, Nevada and Utah; makes monthly reports on the condition, acreage and production of the crops grown in his territory directly to the Chief of Bureau. Salary, $2,000; traveling expenses, $1,400; total $3,400.

Richardson, J. W. Special Field Agent, stationed at Olathe, Kans.; travels monthly throughout his territory, which consists of the States of Missouri and Kansas; and makes monthly reports on the condition, acreage and production of crops grown in his territory directly to the Chief of Bureau. Salary, $1,600; traveling expenses $1,400; total, $3,000. Number of aids, 500.

Rickards, J. E. Special Field Agent, stationed at San Francisco, Cal. Mr. Rickards maintains a corps of correspondents throughout the State of California and also makes frequent trips throughout the whole of the State. Salary, $2,000; traveling expenses, $1,000; total, $3,000. Number of aids, 600.

Roberts, George. State Statistical Agent for Kentucky, stationed at Lexington; number of aids, 215; salary, $600; makes semi-annual trips throughout his State, with annual traveling expenses of $200.

Rogers, P. A. State Statistical Agent for Minnesota, stationed at Minneapolis; number of aids, 515; salary, $800; makes semi-annual trips throughout the State, with annual traveling expenses of $250.

Rolfs, P. H. State Statistical Agent for Florida, stationed at Gainesville; number of aids, 415; salary, $300; makes semi-annual trips through the agricultural sections of his State, with annual traveling expenses of $75.

Rosa, John J. State Statistical Agent for Delaware, stationed at Milford; number of aids, 20; salary, $300; performs no travel.

Schutz, H. H. State Statistical Agent for New Mexico, stationed at Los Lunas; number of aids, 140; salary, $300; makes semi-annual trips throughout his State, with annual traveling expenses of $200.

Shaw, P. W. State Statistical Agent for Mississippi, stationed at Carrollton; number of aids, 480; salary, $650; makes semi-annual trips throughout his State, with annual traveling expenses of $200.

Shaw, T. C. Special Field Agent, stationed at Atlanta Ga.; travels monthly throughout his territory, which comprises the States of Georgia and Florida, and makes monthly reports on the condition, acreage and production of crops in his territory directly to the Chief of Bureau. A separate report is made for cotton during the months in which the reports on cotton are issued. Salary, $1,800; annual traveling expenses, $1,600. Number of aids, 500.

Shepperd, J. H. State Statistical Agent for North Dakota, stationed at Fargo; number of aids, 180; salary, $700; makes semi-annual trips throughout his State, with annual traveling expenses of $200.

Stewart, R. A. State Statistical Agent for West Virginia, stationed at Raymond City; number of aids, 275; salary, $550; makes monthly reports on condition, acreage and production of crops directly to the Chief of Bureau; performs travel semi-annually throughout his State, with annual traveling expenses of $200.

Tatlock, H. W. State Statistical Agent for Utah, stationed at Salt Lake; number of aids, 125; salary, $500; makes monthly reports on condition, acreage and production of crops directly to the Chief of Bureau; performs travel semi-annually throughout his State, with annual traveling expenses of $200.

Thomas, R. H., Jr. State Statistical Agent for Pennsylvania, stationed at Mechanicsburg; number of aids, 275; salary, $600; makes semi-annual trips throughout the agricultural sections of the State, with annual traveling expenses of $150.

Vail, H. W. State Statistical Agent for Vermont, stationed at Randolph; number of aids, 50; salary, $300; makes monthly reports on acreage, condition and production of the principal agricultural products in his State directly to the Chief of Bureau; performs no travel.

Wentz, A. A. State Statistical Agent for Louisiana, stationed at Lake Charles; number of aids, 170; salary, $720; makes semi-annual trips throughout the principal agricultural sections of his State, with annual traveling expenses of $250.

White, B. C. Special Field Agent, with official station at Alexandria, Va.; travels monthly over his territory, which comprises the States of Virginia, North Carolina and South Carolina, and makes monthly reports on the condition, acreage, and production of farm products directly to the Chief of Bureau. He makes a separate report on cotton during the months in which a report on cotton is issued; also pays special attention to port and railroad movement of cotton, and to production of sea-island or long staple cotton. Salary, $2,000; traveling expenses, $1,800; total, $3,800.

Wiggin, Edward. State Statistical Agent for Maine, stationed at Maysville Center; number of aids, 100; salary, $300; makes monthly reports on the

condition, acreage and production of farm products grown in his State directly to the Chief of Bureau; performs no travel.

Withers, W. A. State Statistical Agent for North Carolina, stationed at West Raleigh; number of aids, 250; salary, $600; travels semi-annually throughout his State, with annual traveling expenses of $200.

Woodworth, J. E. Special Field Agent, stationed at Guthrie, Oklahoma; travels monthly over his territory, viz, the States of Oklahoma and Colorado. He makes monthly reports on the condition, acreage, and production of the crops grown in his territory directly to the Chief of Bureau. A separate report is made for cotton during the months in which reports on cotton are issued. Salary, $1,400; traveling expenses, $1,600; total, $3,000. Number of aids, 350.

LIST OF STATE STATISTICAL AGENTS, ARRANGED, ACCORDING TO STATES, GIVING THE NAMES OF AGENTS, ADDRESSES AND SALARY.

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Ala...	Hare, C. L.	Auburn	$ 650
Ark...	Lundy, Elmer J.	Mena	600
Ariz..	McConnell, W.W.P.	Phoenix	300
Colo..	Grubb, Max	Carbondale	500
Conn..	Gold, C. L.	West Cornwall	300
Dela..	Rosa, John J.	Milford	300
Fla...	Rolfs, P. H.	Gainesville	300
Ga....	Northen, W. J.	Atlanta	800
Idaho.	Matthews, R. S.	Moscow	360
Ill...	Darling, S. H.	Chicago	900
Ind...	Duncan, W. C.	Columbus	900
Iowa..	Cownie, John	Des Moines	900
Kan...	Anderson, T. J.	Topeka	900
Ky....	Roberts, Geo.	Lexington	600
La....	Wentz, A. A.	Lake Charles	720
Me....	Wiggin, Edw.	Maysville Ctr.	300
Md....	Hayden, J. A.	Mt. Lake Park	500
Mass..	Howe, E. D.	Marlboro	300
Mich..	Morse, Chas. H.	Carson City	700
Minn..	Rogers, P. A.	Minneapolis	800
Miss..	Shaw, P. W.	Carrollton	650
Mo....	Moulton, L. T.	King City	800
Mont..	Duncan, A. L.	Missoula	500
Nebr..	Pugsley, C. W.	Lincoln	800
Nev...	Morton, D. E.	Carson City	360
N. H..	Hutchinson, E. C.	Milford	300
N. J..	Cox, John T.	Whitehouse Sta.	350
N. Y..	Dawley, F. E.	Fayetteville	800
N. C.	Withers, W. A.	West Raleigh	600
N. D..	Shepperd, J. H.	Fargo	700
N. M..	Schutz, H. H.	Agri'l College	300
Ohio..	McCall, A. G.	Columbus	800
Okla..	Boardman, C. K.	Okeene	800
Ore...	Kent, F. L.	Corvallis	500
Pa....	Thomas, R. H. jr.	Mechanicsburg	600
R. I..	Adams, Geo. E.	Kingston	300
S. C..	Corley, J. J.	Florence	600
S. D..	Merriman, C. L.	Bowdle	700
Tenn..	Allen, Chas. W.	Greeneville	600
Texas,	Johnson, Jefferson.	Austin	1100
Utah..	Tatlock, E. W.	Salt Lake	500
Vt....	Vail, Homer W.	Randolph	300
Va....	Moore, Shade	Berryville	600
Wash..	Desgranges, H. W.	Kennewick	600
W. Va.	Stewart, R. A.	Raymond City	550
Wisc..	Chynoweth, H. E.	Madison	660
Wyo...	Parry, Geo. W.	Sheridan	500

SPECIAL FIELD AGENTS ARRANGED ALPHABETICALLY, GIVING THE OFFICIAL STATION, TERRITORY, AND SALARY.

Bradford, H. T.	Lonoke, Ark.	Ark. & La.	$1800
Cook, A. D.	Cheyenne, Wyo.	Irrigated Areas	1200
Darg, J. J.	Bryantown, Md.	N.J., Pa., Del., Md., & W. Va.	1800
Evans, Delancey	Warrenton, Va.	Rice Producing States	1200
Fessenden, S. D.	Indianapolis, Ind.	Ohio, Ind., Ill. & Mich.	2250
Gist, F. W.	Nashville, Tenn.	Kentucky and Tennessee	1600
Gray, F. N.	Houston, Tex.	Texas	1800
Hitt, A. F.	Weiser, Idaho	Idaho and Montana	1800
Killebrew, J. P.	Clarksville, Tenn.	Tobacco Producing States	1600
Kirk, Paul H.	Fergus Falls, Minn.	Minnesota and Wisconsin	1600
Marchetti, E. F.	Portland, Ore.	Oregon and Washington	1200
Morgan, Geo. L.	Rensselaer, N. Y.	New York and New England	1400
Philips, D.	Aberdeen, S. D.	North Dak. and South Dak.	1200
Pinney, F. S.	Council Bluffs, Ia.	Iowa and Nebraska	1800
Pryor, W. L.	Laurel, Miss.	Miss. and Ala.	2000
Rhoads, H. M.	Salt Lake, Utah	Utah, Wyo. and Nevada	2000
Richardson, J. W.	Olathe, Kans.	Missouri and Kansas	1600
Rickards, J. E.	San Francisco, Cal.	California	2000
Shaw, T. C.	Atlanta, Ga.	Georgia and Florida	1800
White, B. C.	Alexandria, Va.	Va., North and South Carolina	2000
Woodworth, J. E.	Guthrie, Okla.	Okla. & Colo.	1400

LIST OF CORRESPONDENTS
In the Crop Reporting Service
Reporting Monthly Concerning Acreage, Condition, Production, Quality, Price, &c.
of
GENERAL CROPS.

Number	Designation.	Area reported upon.	Occupation	Sources of Information.
31,000	Township	Neighborhood.	Farmers.	Observation.
2,700	County.	County.	Farmers. Merchants. Bankers.	Observation. Inquiry. Reports of Aids.
12,000	County Aids.	Part of County.	Farmers. Merchants.	Observation. Inquiry.
45	State Statistical Agents.	State.		Observation. Inquiry. Travel semi-annually; Reports of Aids.
12,000	S.S.A'S Aids.	Various; mostly neighborhood.	Farmers. Merchants. Bankers. Doctors.	Observation. Inquiry.
21	Special field Agents.	Two or more States.	Experts devoting entire time to work.	Observation. Inquiry. Travel constantly. Reports of aids.
2,500	S.F.A'S Aids.	Various; mostly sections tributary to trade centers.	Merchants. Large producers. State and local officials.	Observation Inquiry. Reports. Travel.
7,000	Special Price.	Locality	Buyers of Farm Produce.	Experience.

LIST OF CORRESPONDENTS
In the Crop Reporting Service Reporting at Various Dates Concerning SPECIAL CROPS.

Number	Designation.	Area reported upon.	Occupation	Source of Information.
		Cotton, acreage of and all Crops, Yield per Acre.		
30,000	Individual.	Farm.	Farmers.	Experience.
		Wheat, Yield per Acre, and Quality.		
7,500	Mills.	Neighborhood.	Mills. Elevators. Grain dealers.	Observation, and Inquiry.
		Cotton, Acreage Planted, Condition May 25, Acreage Picked, Yield of Seed and Lint, and Price of Each, &c.		
8,000	Cotton special	Neighborhood.	Growers. Factors. Ginners. Bankers. Merchants. Dealers.	Observation. and Inquiry.
28,000	Ginners, Census List.	Gin.	Ginners.	Experience and Observation.
		Tobacco Acreage, Condition, Yield, Value, Etc.		
1,500	Tobacco, special.	County, District State.	Growers, Dealers.	Observation, and inquiry.
		Potatoes for Market, held by Growers and Dealers on January 1st.		
3,500	Potato	Local.	Large growers.	Observation, and inquiry.
		Live Stock, Number, Status, Value, Etc., Etc.		
7,500	Vet.	Local.	Veterinary Surgeons.	Observation, and inquiry.
200	Live.	Local.	Buyers at Market Centers.	Observation and Inquiry.

UNITED STATES DEPARTMENT OF AGRICULTURE.

BUREAU OF STATISTICS.

ORDERS GOVERNING

THE PREPARATION OF

MONTHLY CROP REPORTS

OF THE

BUREAU OF STATISTICS.

(Revised January 4, 1911.)

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1911.

ORGANIZATION OF THE BUREAU OF STATISTICS.

Statistician and Chief: VICTOR H. OLMSTED.
Associate Statistician: NAT. C. MURRAY.
Assistant Statistician: SAMUEL A. JONES.
Chief Clerk: ORVILLE N. FANSLER.

Division of Domestic Crop Reports: FRED. J. BLAIR, *Chief.*
Division of Production and Distribution: GEORGE K. HOLMES, *Chief.*
Editorial Division and Library: CHARLES M. DAUGHERTY, *Chief.*
Crop Reporting Board:

VICTOR H. OLMSTED, *Chairman*, NAT. C. MURRAY, GEORGE K. HOLMES; two or more persons called in from the corps of special field agents and State statistical agents.

ORDERS GOVERNING THE PREPARATION OF MONTHLY CROP REPORTS OF THE BUREAU OF STATISTICS, AS REVISED JANUARY 4, 1911.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C., January 4, 1911.

It is hereby ordered that the following methods be used hereafter in the Bureau of Statistics of this Department in the handling, compilation, and preparation of monthly crop reports:

First.—The following classes of correspondents send their reports to the Bureau of Statistics for tabulation:

County correspondents.
Township correspondents.
Individual farmers.
Cotton ginners (Census Bureau).
Special correspondents.

The schedules sent in by the above-named classes of correspondents are tabulated in the Division of Domestic Crop Reports and must be carefully safeguarded previous to and during tabulation.

In order to prevent the possibility of collusion among any of the clerks engaged in their tabulation, or of any individual clerk drawing deductions from the results shown for any State or States tabulated by him, the following method shall be employed in dealing with speculative crops in States of relatively large production:

(*a*) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop represented, so as to show a total for only a portion of the State, omitting a group of counties at the bottom of the sheet. As rapidly as such partial totals are made the sheets shall be handed to the Chief of the Division.

(*b*) The Chief of the Division shall then number the tabulation sheets at the top (where the names of the States to which they relate are

written) and at the bottom (where there is nothing to indicate the States to which they relate), using the same number at both the top and the bottom of each sheet. He shall then place these numbers on a separate sheet kept on his desk, without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(*c*) The Chief of the Division shall then, personally, cut the tabulation sheets in two parts, so that the partial total will be at the top of the lower part and so that *no names of counties* will appear thereon.

(*d*) He shall immediately deliver the upper part, upon which the name of the State is written, to the Statistician and Chief of Bureau, or the Acting Chief of Bureau.

(*e*) The Chief of the Division shall then issue the lower parts of the tabulation sheets to other clerks than those by whom they were tabulated and partially added, who will make the final additions and compute the averages thereon. As rapidly as they are completed by the clerks, the Chief of the Division shall deliver them to the Statistician or the Acting Chief of Bureau, who will be able to assign the figures to their proper States by means of the numbers placed on the top and on the bottom of the sheets before they were cut in two.

(*f*) The tabulation of all schedules relating to cotton in *Texas* and *Georgia* shall be delivered by the Chief of the Division, as soon as completed, to the Secretary or Acting Secretary of Agriculture, who will keep said sheets in a locked receptacle until the morning of the day on which the Bureau cotton report is issued, when they will be delivered to the Statistician, or Acting Chief of Bureau, by the Secretary, Assistant Secretary, or Acting Secretary.

SECOND.—The reports of state statistical agents are handled only by the Statistician, or the Acting Chief of Bureau, and the Crop Reporting Board in executive session.

In order to prevent access to such of these reports as relate to speculative crops by any person connected with the Bureau of Statistics prior to the day on which the Bureau report to which they relate is issued, or the possibility of premature information being derived from them, they will be addressed to the Secretary of Agriculture, the address to be written with red ink and the letter "A" to be plainly marked on the ends of the envelopes in which they are transmitted. The letters thus addressed will be delivered by the postal authorities to the Secretary of Agriculture, Assistant Secretary, or Acting Secre-

tary in sealed mail pouches. These pouches will be opened only by the Secretary, Assistant Secretary, or Acting Secretary, who will place their contents with seals unbroken in a locked receptacle, where they will remain, sealed, until the time arrives for their use in preparing the crop estimates of the Crop Reporting Board.

(*a*) *In regard to cotton.*—These reports of the state statistical agents shall not be removed from the receptacle and their seals broken until the morning of the day on which the Bureau report on cotton is issued, when they will be delivered to the Statistician, or Acting Chief of Bureau, by the Secretary, Assistant Secretary, or Acting Secretary.

(*b*) *In regard to other crops* (reports upon several of which are made each month by the state statistical agents).—Agents shall be instructed to inclose their reports relating to what are known as "speculative crops" (such as wheat, corn, or oats) in separate envelopes from their reports on other (nonspeculative) crops, and to mark plainly the first envelopes "A" and the others "B."

The envelopes marked "A" (containing reports on speculative crops) shall be placed, with their seals unbroken, in the locked receptacle, and there remain until the morning of the day on which the report of the Bureau is issued, when they will be delivered to the Crop Reporting Board by the Secretary, Assistant Secretary, or Acting Secretary. The envelopes marked "B" (containing reports on nonspeculative crops), which will be addressed to the Bureau of Statistics, can be opened when received and the data they contain used by the Statistician, or Acting Chief of Bureau, in computing estimates regarding the crops to which they relate, in advance of the day on which the Bureau report is issued.

(*c*) The key for opening the receptacle in which the above documents are kept shall be in the possession of the Secretary, Assistant Secretary, or Acting Secretary of Agriculture, only.

Third.—Reports of special field agents shall be made and handled in the same manner as those of state statistical agents.

Fourth. *Crop Reporting Board.*—The preparation of the crop reports each month shall be made by a Crop Reporting Board, thus securing the benefit of consultation and a consensus of judgment and reducing the possibility of error to a minimum. The Board shall be composed of the Chief, or Acting Chief, of the Bureau of Statistics, as chairman, and four additional members, whose services shall be brought into requisition each crop-reporting day by selection from the

statisticians and officials of the Bureau and such state statistical agents and special field agents as may be ordered to Washington for that purpose.

FIFTH.—On the days on which the reports of the Bureau are issued the Statistician's room, in which the Crop Reporting Board establishes its final figures, shall be kept locked and no one not engaged in assisting the Board permitted to enter; also, those in the room shall remain there until the report is issued, unless permitted to leave, temporarily, by the Secretary of Agriculture.

(*a*) No one shall be allowed in said room on the day on which the report of the Bureau is issued, without permission of the Secretary of Agriculture, except the members of the Crop Reporting Board, stenographers, computers, and the Secretary, Assistant Secretary, or Acting Secretary of Agriculture.

(*b*) The final computations for the United States relating to cotton and speculative crops, based on the figures determined by the Crop Reporting Board for the different States, shall be made by clerks locked in the room adjoining and opening into the Statistician's room, who shall not be permitted to leave said room until the issuance of the Bureau report, without permission of the Secretary of Agriculture.

(*c*) The final computations for the United States relating to nonspeculative crops may be made by computers and clerks under the direction of the Chief of the Division of Domestic Crop Reports.

SIXTH.—The telegraphic reports of state statistical agents and of special field agents regarding cotton and other speculative crops must be addressed to the Secretary of Agriculture. Those relating to nonspeculative crops should be addressed to "Statistician, Department of Agriculture, Washington, D. C."

(*a*) Telegraphic reports addressed to the Secretary of Agriculture shall be placed in sealed envelopes especially marked for that purpose and be placed unopened in the locked receptacle and there remain until the morning of the day on which the Bureau report is issued, when they will be delivered to the Crop Reporting Board.

(*b*) Telegraphic reports addressed to "Statistician, Department of Agriculture, Washington, D. C.," may be used as received by the Statistician prior to the date of the issuance of the report.

SEVENTH. *Care of records.*—The tabulation sheets and the sheets containing the preliminary and final computations of the Crop Reporting Board relating to each monthly crop report, together with all letters and reports from state statistical agents, special field

agents, or anyone else, relating thereto, shall be kept and preserved in a file case used exclusively for that special purpose and kept locked therein, except when needed for use by the Statistician, or Acting Chief of Bureau.

(*a*) These records shall be so kept in the file case that all tabulation sheets, reports, letters, and computation sheets relating to any month shall be together and shall be wholly separated from those relating to any other month.

(*b*) The records shall not be accessible to any person other than the Statistician or, by his authority, one of his assistants, without an order from the Secretary or Assistant Secretary, except that tabulation sheets for a preceding year may be used by the Chief of the Division of Domestic Crop Reports for the purpose of copying the column headings and county weights when preparing blank tabulation sheets for future use.

Eighth.—All telephones in the Bureau of Statistics shall be disconnected before 9 a. m. on the day on which the Bureau report is issued, and shall so remain until after its issuance.

[Signed] James Wilson,
Secretary of Agriculture.

EXTRACT FROM PENAL LAWS OF THE UNITED STATES, APPROVED MARCH 4, 1909.

SECTION 123. Whoever, being an officer or employee of the United States or a person acting for or on behalf of the United States in any capacity under or by virtue of the authority of any department or office thereof, and while holding such office, employment, or position shall, by virtue of the office, employment, or position held by him, become possessed of any information which might exert an influence upon or affect the market value of any product of the soil grown within the United States, which information is by law or by the rules of the department or office required to be withheld from publication until a fixed time, and shall willfully impart, directly or indirectly, such information, or any part thereof, to any person not entitled under the law or the rules of the department or office to receive the same; or shall, before such information is made public through regular official channels, directly or indirectly speculate in any such product respecting which he has thus become possessed of such information, by buying or selling the same in any quantity, shall be fined not more than ten thousand dollars, or imprisoned not more than ten years, or both: *Provided*, That no person shall be deemed guilty of a violation of any such rule unless prior to such alleged violation he shall have had actual knowledge thereof.

SEC. 124. Whoever, being an officer or employee of the United States and whose duties require the compilation or report of statistics or information relative to the products of the soil, shall knowingly compile for issuance, or issue, any false statistics or information as a report of the United States, shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both.

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